

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
JOB CLASSIFICATION: TEACHING ASSISTANT (SAFETY)
RECOVERY MALL SERVICES (RMS)

STAFF MEMBER NAME:

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To assist teachers and instructors, under supervision, in an instructional or vocational program for patients at the State Hospital, or for diagnostic and treatment services; to assist in the preparation of instructional materials, record keeping, and the operation of audio-visual and other equipment; to assist teachers or instructors in the guidance of activities; and to do other related work as assigned.

60% INSTRUCTIONAL SUPPORT AND ASSISTANCE TO TEACHERS / INSTRUCTORS

Assists the teacher and/or instructor with presenting lessons and other classroom or day treatment program activities in individual or group settings for forensic patients who may also be cognitively challenged, physically handicapped, emotionally disturbed, or socially maladjusted offenders; operates audio-visual, computer, and other equipment; assists in the preparation of graphic and written instructional material; keeps routine records; grades objective examinations; corrects individual's tests; attends to patients' physical needs in a classroom or day treatment program; assists in supervising patients during indoor or outdoor activities; confers as needed with teachers and/or instructors, concerning program and materials to meet forensic patients' needs; files and stores materials as directed; and observes and intervenes in instances of disruptive or assaultive behavior, or any patient behaviors that may indicate harm to self or others while maintaining safety.

20% SAFETY SUPPORT

Assists staff in the counting, distribution, and accounting for all tools and items to prevent their use as weapons; inspects the facility to identify security breaches that could lead to forensic patient escape; observes and intervenes in forensic patient behavior that may signal an impending escape attempt; and escorts patients to other areas of the facility; reports any issues related to contraband, missing items, broken or worn out items needing replacement or repair, improper or unsafe use or storage of items; complete other duties as assigned.

20% ORGANIZATIONAL RESPONSIBILITIES

Attends administrative and professional staff meetings, as well as **staff development activities** including mandatory **Recovery Mall Services meetings** and **discipline-specific professional development programs**, processes educational referrals; maintains confidential patient educational files; develops, updates, and maintains educational database; assists with producing weekly, monthly, and quarterly statistical reports; updates and maintains enrollment data; assists with basic data entry as trained; assist in the implementation of policies and procedures in the classroom, acts as a liaison between the department and the Units in regard to educational & vocational programs; assists with patient recognition ceremonies.

2. SUPERVISION RECEIVED

The Teaching Assistant is accountable to and administratively supervised by the Assistant Chief, Education of Recovery Mall Services and clinically supervised by a teacher, vocational instructor or the ACE.

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Mental health and guidance principles; personal and social problems of individuals; principles and techniques of directing group activities for individuals.

ABILITY TO: Communicate effectively; operate audio-visual and other equipment; assist with supervising the learning activities of patients or individuals with developmental disabilities; follow directions; analyze situations accurately and take effective action; keep records and prepare reports.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

AGE SPECIFIC

Provides services commensurate with the age of patients/clients being served. Demonstrates knowledge of growth and development of patients/clients in the following age categories: adult and geriatric.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods of Therapeutic Strategies and Interventions to prevent or manage aggressive or assaultive patient behavior.

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace that enable the employee to work effectively with staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Demonstrates professional interactions with patients and maintains therapeutic boundaries; able to contribute to and maintain a positive therapeutic milieu; possesses basic skills and knowledge to work effectively with adult patients with learning disabilities in an institutional education setting; follows all DSH-A and RMS rules, policies and procedures to meet the custody requirements imposed by the criminal nature of the forensic client population and the security features of the facility; have knowledge of RMS Area Specific Emergency and Safety Plans; maintains organized and accurate records; safeguards patient confidentiality in compliance with HIPPA.; knowledgeable of and follows all policies on the Prevention of Sexual Harassment and Suicide/ Self Harm, and the Mandatory Reporting of Abuse and Neglect.

TECHNICAL PROFICIENCY

Knowledge, training, and/or ability to learn and assist with entering records into TOPSpro database and to assist with Comprehensive Adult Student Assessment System (CASAS) testing; Information Technology training and basic knowledge of hospital-wide computer technology (LAN); able to operate TV, DVD/VHS players, calculators, timers.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

NOT APPLICABLE

7. TRAINING

Training Category = 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job duties. Job duties include direct patient contact.

Teaching Assistant, Recovery Mall Services

Date

Karen Pearsall
Assistant Chief, Education, Recovery Mall Services

Date

Carrie Burk
Program Director, Recovery Mall Services

Date

Updated August 2020